

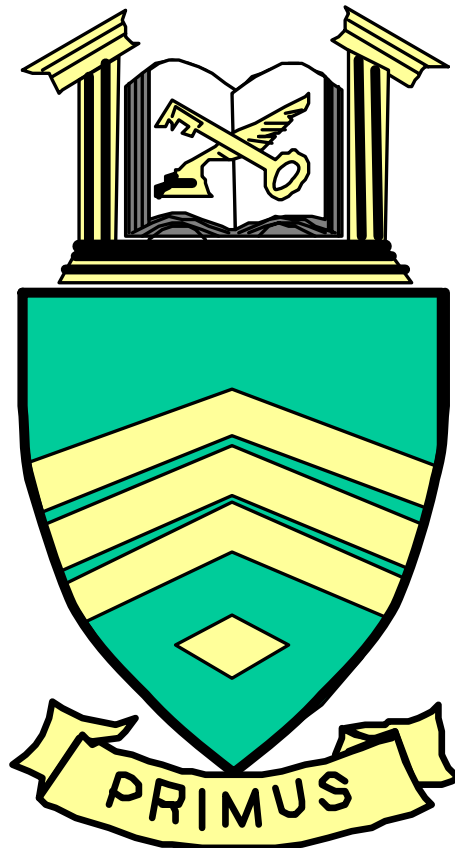
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U663

OCT 03

UNIT SPONSORSHIP PROGRAMS

TRAINING SUPPORT PACKAGE



THIS PAGE LEFT BLANK INTENTIONALL

TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	U663 / Unit Sponsorship Programs
Effective Date	01 Oct 2003
Supersedes TSP(s) / Lesson(s)	U663, Unit Sponsorship Program, Dec 99
TSP Users	400-521-SQIM, Phase II, Resident 400-521-SQIM, Phase II, (DL)
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS D BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm): (915) 568-8875 Telephone (DSN): 978-8875</p> <p>e-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

<u>Task Number</u>	<u>Task Title</u>
121-010-8020	SUPERVISE UNIT PERSONNEL AND ADMINISTRATION FUNCTIONS
121-400-7AAK	ENFORCE THE ARMY SPONSORSHIP PROGRAM

This TSP
Contains

TABLE OF CONTENTS

	<u>PAGE</u>
Preface	2
Lesson Section I Administrative Data	4
Section II Introduction	8
Terminal Learning Objective - Identify components of an effective unit sponsorship program.	9
Section III Presentation	11
Enabling Learning Objective A - Identify unit leadership responsibilities for the sponsorship program.	11
Enabling Learning Objective B - Identify unit procedures for establishing and administering a sponsorship program.	15
Section IV Summary	22
Section V Student Evaluation	23
Appendix A Viewgraph Masters A -	1
Appendix B Test(s) and Test Solution(s) (N/A) B -	1
Appendix C Practical Exercises and Solutions (N/A) C -	1
Appendix D Student Handouts D -	1

Unit Sponsorship Programs (FSC RESIDENT)
U663 / Version 1
01 Oct 2003

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u> 400-521 SQIM	<u>Version</u> 1	<u>Course Title</u> First Sergeant Course - The Army Training System (FSC - TATS)
Task(s) Taught (*) or Supported	<u>Task Number</u> 121-010-8020 (*)	<u>Task Title</u> SUPERVISE UNIT PERSONNEL AND ADMINISTRATION FUNCTIONS	
	121-400-7AAK (*)	ENFORCE THE ARMY SPONSORSHIP PROGRAM	
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>	
Academic Hours	The academic hours required to teach this lesson are as follows:		
	<u>Resident Hours/Methods</u>		
		1 hr /Conference / Discussion	
	Test	0 hrs	
	Test Review	0 hrs	
	Total Hours:	1 hr	
Test Lesson Number	<u>Hours</u> Testing (to include test review)	<u>Lesson No.</u> N/A	
Prerequisite Lesson(s)	<u>Lesson Number</u> None	<u>Lesson Title</u>	
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
Foreign Disclosure Restrictions	This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	03 May 2002	
NGR 601-2	ARMY NATIONAL GUARD STRENGTH MAINTENANCE PROGRAM	31 Oct 1996	
USARC REG 140-6	US ARMY RESERVE COMMAND RETENTION PROGRAM	31 Oct 1999	

Student Study Assignments

Before class--

- Read AR 600-8-8 and Student Handout 2, extracts of NGR 601-2 and USARC Regulation 140-6.

During class--

- Participate in classroom discussion.

After class--

- Review classroom notes and materials.
- Turn in recoverable reference materials.

Instructor Requirements

1:14, FSC graduate, served as a 1SG, ITC, SGITC, AND VTT-ITC (for VTT) qualified.

1:16, At USASMA VTT site for Distance Learning (DL).

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
One site coordinator at each VTT site to operate the TNET equipment and coordinate classroom instruction. Must be FSC grad, served as 1SG, ITC, and SGITC qualified. (Enlisted)	1:16	2	1 hr

Equipment Required for Instruction

<u>ID Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
441-06 LCD Projection System	1:14	1:1	No	1	No
6730-00-577-4813 SCREEN PROJECTION: BM-10	1:14	1:1	No	1	No
702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	14:14	1:1	No	1	No
7110-00-T81-1805 DRY ERASE BOARD	1:14	1:1	No	1	No
7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:14	1:1	No	1	No

FSC-1 TNET COMMUNICATIONS EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
FSC-2 TNET ROOM EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
FSC-3 TNET AUDIO/VIDEO LINKAGE EQUIPMENT (VTT LESSON ONLY)	1:16	1:1	No	1	No
SNV1240262544393 36 - INCH COLOR MONITOR W/REMOTE CONTROL AND LUXOR STAND	1:14	1:1	No	1	No
SOFTWARE-2 WINDOWS XP, LATEST GOVERNMENT APPROVED VERSION	14:14	1:1	No	1	No
* Before Id indicates a TADSS					

**Materials
Required**

Instructor Materials:

- VGTs: 8.
- TSP.
- AR 600-8-8.
- Student Handout 2.

Student Materials:

- Pen or pencil and writing paper.
- AR 600-8-8.
- Student Handout 2.

**Classroom,
Training Area,
and Range
Requirements**

CLASSROOM XXI WITH T-NET CAPABILITY (VTT)
CLASSROOM, GENERAL PURPOSE, 600 SF, 16 PN

**Ammunition
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read all TSP Materials.
- Issue AR 600-8-8 and student handouts during student inprocessing.
- Conduct this lesson IAW this TSP using the small group instruction method.

During class--

- Use the questions provided to generate discussion among the students.
- Ensure students share experiences on successful programs.
- The facilitator may need to create additional questions to ensure student participation continues throughout the lesson.
- The DL (VTT) instructor will select an appropriate site prior to asking a student a question.

After class--

- Collect all recoverable reference materials (AR 600-8-8 and SH-2).
- Report any lesson discrepancies to the Senior Instructor.

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Colyer, Donald J.	GS09	Training Specialist	
Graham, Kevin L.	MSG	Course Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Mays, Albert J.	SGM	Chief, CDDD	

SECTION II. INTRODUCTION

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>VGT-1 and VGT-2</u>

Motivator

SHOW VGT-1, UNIT SPONSORSHIP PROGRAM

NOTE: Check with each DL site to ensure all sites are prepared for training.



We've all heard the question, "How many times do you get to make a good first impression?" A soldier's first impression of his or her unit has a lasting effect on his or her performance and attitude. You, the first sergeant, will have an impact on that impression through your involvement and understanding of your unit sponsorship program. The environment you create for your unit's growth towards readiness starts with the unit sponsorship program. It's up to you to make it a positive one. The information from this lesson should help you develop a good unit sponsorship program.

REMOVE VGT-1

SHOW VGT-2, UNIT SPONSORSHIP PROGRAMS (TLO)

**UNIT SPONSORSHIP
PROGRAMS**

TLO:
**Identify components of an
effective unit sponsorship
program, as a first sergeant, IAW
AR 600-8-8 , USARC 140-6, and
NGR 601-2.**

U663OCT03/VGT-2

REMOVE VGT-2

**Terminal
Learning
Objective**

NOTE: Inform the students of the following Terminal Learning Objective requirements.
At the completion of this lesson, you [the student] will:

Action:	Identify components of an effective unit sponsorship program.
Conditions:	As a first sergeant, in a classroom environment, given AR 600-8-8, USARC Regulation 140-6, NGR 601-2, and student handouts.
Standards:	Identified components of an effective unit sponsorship program, pass a 40 question written examination with a score of 70 percent or better, IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.

**Safety
Requirements**

None

**Risk
Assessment
Level**

Low

**Environmental
Considerations**

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

Evaluation

You will receive a 40-question written examination that will include questions from this lesson. To receive a GO you must answer 28 or more questions correctly.

**Instructional
Lead-In**

No matter which component you're in, the goal of any unit sponsorship program is to properly integrate the newly assigned soldier into the unit. You, the first sergeant, can minimize soldiers' problems by having an effective sponsorship program. This lesson will enhance your existing knowledge of the total Army sponsorship program.

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE

ACTION:	Identify unit leadership responsibilities for the sponsorship program.
CONDITIONS:	As a first sergeant, in a classroom environment, given AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.
STANDARDS:	Identified unit leadership responsibilities for the sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.

1. Learning Step / Activity 1. AC Responsibilities

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:14

Time of Instruction: 5 mins

Media: VGT-3

NOTE: Break the class into 3 small groups, for VTT each site is one group. Discuss the following items, in their own words:

Group (site) 1: Active Army Sponsorship Responsibilities.

Group (site) 2: USAR Sponsorship Responsibilities.

Group (site) 3: ARNG Sponsorship Responsibilities.

Have each group/site appoint/select a recorder and a spokesperson.

Each group/site will have 10 minutes to brief the activity.

Inform the group/site spokesperson to specify the reference prior to the brief back.

First, let's talk about the Active Army sponsorship program.

NOTE: Ensure students discuss the key points in the bullets below. The processing questions listed below are to assist you in guiding the discussion of the activity, if necessary.

- Active Army soldiers are assigned to installations; therefore, installation and battalion commanders have sponsorship responsibilities.
- As students discuss these responsibilities, keep in mind that company commanders receive delegated duties that directly relate to those of the battalion commander.
- AR 600-8-8, paragraph 1-1, the last sentence reads, "Sponsorship is a commander's program in which commanders and individual sponsors are key to success."
- First sergeants are responsible for implementing the commander's program.

QUESTION: What are the installation commander's responsibilities?

ANSWER: SEE VGT-3.

SHOW VGT-3, INSTALLATION COMMANDER'S RESPONSIBILITIES

**INSTALLATION COMMANDER'S
RESPONSIBILITIES**

- Appoint an individual to coordinate and manage the program
- Implement the sponsorship program
- Monitor and evaluate the program
- Ensure "ACS" supports the program
- Provide rear detachment sponsorship
- Ensure soldiers, civilian employees, and sponsors comply with AR 600-8-8

U863OCT03/VGT-3

Ref: AR 600-8-8, para 1-4g

REMOVE VGT-3

QUESTION: What are the Battalion (Activity) commander's responsibilities?

ANSWER: Supervise and evaluate their sponsorship program.

Ref: AR 600-8-8, para 1-4h

NOTE: Ensure students understand that although sponsorship programs vary depending on the installation (good or poor) it is the 1SG's responsibility to ensure the soldiers get properly integrated into the unit.

NOTE: Refer the students to:

AR 600-8-8, Appendix B, chap B-1 contains questions for the Organizational Inspection Program (OIP). You can use these evaluation questions to improve the sponsorship programs in your units.

2. Learning Step / Activity 2. USAR Responsibilities
- Method of Instruction: Conference / Discussion
 - Technique of Delivery: Small Group Instruction (SGI)
 - Instructor to Student Ratio: 1:14
 - Time of Instruction: 5 mins
 - Media: None

Group 2, Now let's take a look at the responsibilities for the United States Army

Reserve.

NOTE: Have the group spokesperson brief. Use the questions below to assist you in guiding the discussion of the activity, if necessary.

QUESTION: In the USAR, who is responsible for implementing, conducting, and assessing the unit Sponsorship Program?

ANSWER: The unit commander is responsible for implementing, conducting, and assessing the unit Sponsorship Program.

Ref: USARC Regulation 140-6, para 3-8a

QUESTION: Who in the USAR unit is responsible for training sponsors on their duties and responsibilities?

ANSWER: The first sergeant is responsible for training sponsors on their duties and responsibilities.

Ref: USARC Regulation 140-6, para 3-9c

NOTE: Ensure student briefing includes the following key elements from USARC Regulation 140-6, located in SH- 2, para 3-8 and 3-9

Unit commanders will ensure their unit has an effective sponsorship program by:

- Implementing, conducting, and continually assessing the program.
- Conducting an initial interview during the first drill.
- Completing the Reenlistment Eligibility Criteria sheet for filing by the records clerk initialing, dating, and commenting on USARC Form 62-R.

1SGs will personally manage the program.

- Select sponsors, train sponsors, and maintain the unit sponsor list.
- Ensure maintenance of the sponsorship log.
- Introduce new soldiers at formation.
- Conduct a personal interview.
- Review service requirements and fulfillment.
- Explain requirements and incentive programs.
- Ensure IDT (drill) and Annual Training (AT) were provided and explained.
- Advise Non-Qualified soldiers of training requirements.

3. Learning Step / Activity 3. ARNG Responsibilities

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:14

Time of Instruction: 5 mins

Media: None

Group 3; Tell us about Army National Guard Sponsorship responsibilities.

NOTE: Have the group spokesperson brief. Use the questions below to assist you in guiding the discussion of the activity, if necessary.

QUESTION: Who, in the ARNG, is responsible for the implementation and administration of the unit sponsorship program?

ANSWER: The first sergeant implements and administers the program.

Ref: NGR 601-2, para 4-22 and 4-25

QUESTION: Who, in the ARNG unit, is responsible for training sponsors on their duties and responsibilities?

ANSWER: The first sergeant trains the sponsors.

Ref: NGR 601-2, para 4-25

NOTE: Ensure student briefing includes the following key elements from NGR 601-2, para 4-22, 4-25, and 4-27, SH-2.

- Commander's, CSMs, 1SGs, and First Line Leaders (FLLs) are responsible for implementing the sponsorship program.
- The 1SG is responsible for the administration of the sponsorship program and will ensure training and assistance is given for personnel designated as sponsors.
- It is the 1SG's responsibility to terminate the sponsorship effort.

CHECK ON LEARNING:

QUESTION: Who, in the Active Army supervises and evaluates their unit sponsorship programs?

ANSWER: The battalion/activity commander supervises/evaluates the programs.

Ref: AR 600-8-8, para 1-4h

QUESTION: Who, in the USAR personally manages the unit sponsorship programs?

ANSWER: The 1SG/Senior NCO manages the unit sponsorship programs.

Ref: USARC Regulation 140-6, para 3-9a

QUESTION: Who, in the ARNG, terminates the sponsorship effort?

ANSWER: The 1SG terminates the sponsorship effort.

Ref: NGR 601-2, para 4-27

B. ENABLING LEARNING OBJECTIVE

ACTION:	Identify unit procedures for establishing and administering a sponsorship program.
CONDITIONS:	As a first sergeant in a classroom environment, given AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.
STANDARDS:	Identified unit procedures for establishing and administering a sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.

1. Learning Step / Activity 1. Elements of a Sponsorship Program

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:14

Time of Instruction: 5 mins

Media: VGT-4

Remember the overall purpose of the sponsorship program, no matter what component you are in, is to integrate the new soldier into the unit. Therefore, the elements of the sponsorship program within a component are comparable to the elements in the other components.

QUESTION: What are the elements of the sponsorship program?

ANSWER: See VGT-4.

NOTE: Allow students to answer before showing the VGT.

SHOW VGT-4, ELEMENTS OF THE SPONSORSHIP PROGRAM



Ref: AR 600-8-8, para 2-1, USARC Regulation 140-6, para 3-10 and 3-11, NGR 601-2, para 4-25

NOTE: Key points for student discussion are listed below.

Elements of the sponsorship program include a notification form, a welcome letter, ACS relocation services, a reception, an orientation, and inprocessing. However, welcome letters apply only to Active Army and USAR, ACS Relocating Services applies only to the Active Army.

REMOVE VGT-4

Now that we have looked at the elements of the sponsorship program, let's discuss the types of programs, procedures for establishing, and administering a sponsorship program.

2. Learning Step / Activity 2. Types of Sponsorship
Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: VGT-5

NOTE: Break the class into 3 small groups, for VTT each site is one group. Discuss the following items, in their own words:

Group (site) 1: Active Army Types of Sponsorship.
Group (site) 2: Rules for Appointing Sponsors.
Group (site) 3: Sponsor Responsibilities.

Have each group/site appoint/select a recorder and a spokesperson.

Each group/site will have 5 minutes to process the activity and 5 minutes to brief.

NOTE: Inform the group/site spokesperson to specify the reference prior to the brief back. Use the questions provided to assist with the discussion, if necessary.

One minor difference in the sponsorship program between our components is that the reserve components have only one type of sponsorship, whereas the active component has several types. Group 1 will now brief us on the AC types of sponsorship.

QUESTION: What are the Active Component types of sponsorship?

NOTE: Ask the students to explain each of the programs as they respond.

Advanced Arrival: Sponsor support offered before actual arrival of the soldier or civilian employee.

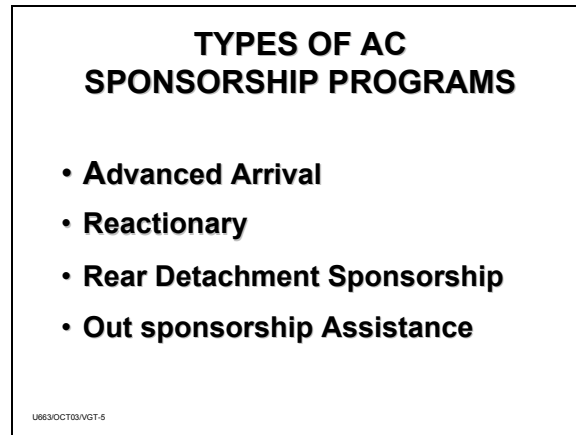
Reactionary: Sponsor support offered to the soldier or civilian employee arriving at an installation without an assigned sponsor.

Rear Detachment: Sponsorship-Sponsor support provided family members of soldiers and civilian employees whose unit or activity is deployed from an installation and is scheduled to return to that installation.

Outsponsorship: Assistance-Sponsor support provided departing soldiers from an installation after reassignment notification. This includes assistance in clearing transportation obstacles or providing information on items of interest, such as application for use of transient quarters, use of banks, use of medical and other supporting facilities.

Ref: AR 600-8-8, Glossary, (Terms)

SHOW VGT-5, TYPES OF SPONSORSHIP PROGRAMS



Ref: AR 600-8-8, Glossary, (Terms)

REMOVE VGT-5

In addition to having several types of Sponsorship programs, Active Duty participants differ slightly from the Reserve Components.

QUESTION: Who can participate in the Sponsorship program?

ANSWER: (AD), all soldiers Private thru Colonel and civilian employees thru grade-15. (USAR and ARNG).

Ref: (AD), AR 600-8-8, para 2-2a, (USAR) USARC Regulation 140-6, para 3-3, (ARNG) NGR 601-2, para 4-23

3. Learning Step / Activity 3. Administration and Procedures
Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

Administration and procedures for a sponsorship program are virtually the same for each component.

However, each has slight variations. We will discuss the minor variations when they arise.

As discussed earlier, in the Active Army and USAR, commanders are responsible for the sponsorship program. In the ARNG, the 1SG is responsible for the implementation and administration of the sponsorship program.

NOTE: Key points for student discussion are listed below. Use questions to draw out student answers. Have students discuss how they administer their unit's programs.

- Sponsorship program administration includes implementation, conduct, and continual assessment.
- Sponsorship procedures include, appointing sponsors, training sponsors, and maintaining sponsorship/inprocessing checklists and data.
- Upon new soldier notification, appoint a sponsor, ensure proper sponsor training in duties and responsibilities, monitor sponsorship and maintain sponsorship information.

Notification: For the Active Army, consists of DA Form 5434; for the USAR it is primarily the UVREPORT but may be another document; and the ARNG should receive an initial sponsorship form from the Recruiting and Retention (R&R) NCO or state coordinator.

4. Learning Step / Activity 4. Appointing a Sponsor
Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: VGT-6

NOTE: Group 2 will now brief the rules for appointing sponsors.

In the Active Army, commanders have responsibility for appointing sponsors. In the USAR, the unit Full Time Staff (FTS) sponsorship coordinator appoints a sponsor from the sponsor list provided by the 1SG. The Army National Guard

recommends the First Line Leader (squad/section leader) as the sponsor, however each state/territory has specific guidelines tailored to their strength maintenance plan.

When appointing a sponsor, all components are quite similar.

NOTE: Refer the students to AR 600-8-8, para 2-8, USARC Regulation 140-6, para 3-12, and NGR 601-2, para 4-23

SHOW VGT-6, RULES FOR APPOINTING SPONSORS

RULES for APPOINTING A SPONSOR

- **Appoint within time frame of receiving notification form.**
- **In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)**
- **Of same gender, marital status, and career field or occupational series**
- **Will not be the person replaced by the incoming soldier or civilian**
- **Will not be within 60 days of PCS/ETS (loss)**

U863/OCT03/VGT-6

NOTE: Ensure students discuss the following key points.

- First, upon receiving notification, appoint the sponsor:
 - Active Army, appoint within 10 days of receipt of DA Form 5434, unless soldier declines;
 - USAR, appoint prior to first drill using sponsor from the 1SG list;
 - ARNG appointment is as soon as the new soldier is assigned to the unit.
- Sponsors will be, as a minimum, in a grade equal to the incoming soldier; of the same gender, marital status, and military career field or occupational series; familiar with the unit or activity and community; and will not be the person replaced or within 60 days of PCS/ETS.

REMOVE VGT-6

5. Learning Step / Activity 5. Sponsor Responsibilities
- Method of Instruction: Conference / Discussion
- Technique of Delivery: Small Group Instruction (SGI)
- Instructor to Student Ratio: 1:14
- Time of Instruction: 5 mins
- Media: VGT-7 and VGT-8

NOTE: Group 3 will now brief us on the sponsor's responsibilities.

It is the sponsor that truly executes our units' sponsorship program. What is the sponsor responsible for?

SHOW VGT-7, SPONSOR'S RESPONSIBILITIES

SPONSOR'S RESPONSIBILITIES

- **Make initial contact**
- **Provide information requested**
- **Answer follow-up correspondence / questions**
- **Arrange temporary lodging and transportation**
- **Inform chain of command of any change in soldier's status**

U663/OCT03/VGT-7

NOTE: Key elements for discussion are listed below.

The sponsor must:

- First, make initial contact. For the Active Army, write a welcome letter or telephone the new soldier. For the USAR and ARNG it is contact by telephone.
- Second, provide information-especially if requested by soldier, in particular, directions, building # or address, and date/times of duty/formation.
- Answer follow-up correspondence or questions.
- Arrange temporary lodging (if Active Army) or transportation.
- Keep the chain of command informed of any changes in the soldier's status.

REMOVE VGT-7

SHOW VGT-8, SPONSOR'S RESPONSIBILITIES (cont)

SPONSOR'S RESPONSIBILITIES (cont)



- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**

U663/OCT03/VGT-8

- Meet incoming soldier.
- Assist with inprocessing.
- Introduce new soldier to the immediate chain of command.
- Acquaint the new soldier with the unit and community.
- And provide assistance and information.

REMOVE VGT-8

CHECK ON LEARNING:

QUESTION: In the Active Army, which type of sponsorship program offers support to soldiers before actual arrival?

ANSWER: Advanced arrival.

Ref: AR 600-8-8, para 2-2a

QUESTION: In the USAR, who is responsible to select soldiers to serve as sponsors?

ANSWER: The first sergeant.

Ref: USARC Reg 140-6, para 3-9b

QUESTION: In the ARNG, who should be the new soldier's sponsor?

ANSWER: The first line leader.

Ref: NGR 601-2, para 4-23

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

None

Review / Summarize Lesson

During the past hour, we've discussed the sponsorship program. Caring leadership is the key to a successful sponsorship program. The benefits will manifest themselves in a sense of belonging, positive outlook, and improved teamwork within our units and organizations. A resource for more information on the unit sponsorship program is your local Retention NCO.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will receive a 40-question written examination that will include questions from this lesson. To receive a GO, you must answer 28 or more questions correctly.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

You will participate in an AAR immediately following the examination for this lesson.

Terminal Learning Objective

VGT-1, Title Slide

UNIT SPONSORSHIP PROGRAMS

U663/OCT03/VGT-1

UNIT SPONSORSHIP PROGRAMS

TLO:

Identify components of an effective unit sponsorship program, as a first sergeant, IAW AR 600-8-8 , USARC 140-6, and NGR 601-2.

U663/OCT03/VGT-2

Enabling Learning Objective A

Learning Step 1

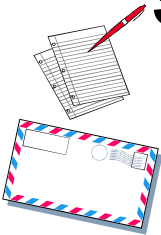
VGT-3, Installation Commander's Responsibilities

INSTALLATION COMMANDER'S RESPONSIBILITIES

- **Appoint an individual to coordinate and manage the program**
- **Implement the sponsorship program**
- **Monitor and evaluate the program**
- **Ensure “ACS” supports the program**
- **Provide rear detachment sponsorship**
- **Ensure soldiers, civilian employees, and sponsors comply with AR 600-8-8**

U663/OCT03/VGT-3

ELEMENTS of the SPONSORSHIP PROGRAM



DA FORM 5434 (or comparable form)

Welcome letters

ACS Relocation Services

Reception

Orientation

Inprocessing



U663/OCT03/VGT-4

TYPES OF AC SPONSORSHIP PROGRAMS

- **Advanced Arrival**
- **Reactionary**
- **Rear Detachment Sponsorship**
- **Out sponsorship Assistance**

U663/OCT03/VGT-5

RULES for APPOINTING A SPONSOR

- **Appoint within time frame of receiving notification form.**
- **In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)**
- **Of same gender, marital status, and career field or occupational series**
- **Will not be the person replaced by the incoming soldier or civilian**
- **Will not be within 60 days of PCS/ETS (loss)**

U663/OCT03/VGT-6

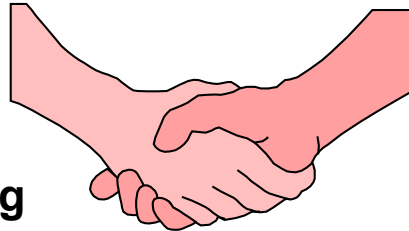
SPONSOR'S RESPONSIBILITIES

- **Make initial contact**
- **Provide information requested**
- **Answer follow-up correspondence / questions**
- **Arrange temporary lodging and transportation**
- **Inform chain of command of any change in soldier's status**

U663/OCT03/VGT-7

SPONSOR'S RESPONSIBILITIES (cont)

- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**



U663/OCT03/VGT-8

Appendix B Test(s) and Test Solution(s) (N/A)

Appendix C Practical Exercises and Solutions (N/A)

HANDOUTS FOR LESSON 1: U663 version 1

This Appendix Contains

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet.	SH-1-1
SH-2, Extracts of NGR 601-2 and USARC Regulation 140-6.	SH-2-1 thru SH-2-10
SH-3, Student Notes.	SH-3-1 thru SH-3-4

Student Handout 1

Advance Sheet

Overview

A soldier's first impression of his unit has a lasting effect on his performance and his attitude. As first sergeants, you must take care of the soldier. An effective sponsorship program will help you do that. This lesson reinforces your knowledge of the regulatory requirements of the sponsorship programs. This lesson consists of a before class reading assignment and a one hour classroom discussion.

Learning Objectives

Terminal Learning Objective (TLO).

Action:	Identify components of an effective unit sponsorship program.
Conditions:	As a first sergeant, in a classroom, given AR 600-8-8, USARC Regulation 140-6, NGR 601-2, and student handouts.
Standards:	Identified components of an effective unit sponsorship program, and pass a 40 question written examination with a score of 70 percent or better, IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.

Enabling Learning Objectives (ELOs).

- ELO A** Identify unit leadership responsibilities for the unit sponsorship program.
ELO B Identify unit procedures for establishing and administering a sponsorship program.
-

Assignment

Before class:

- Read AR 600-8-8.
 - Read Student Handout 2, extracts of NGR 601-2 and USARC Regulation 140-6.
-

Additional Subject Area Resources

None

Bring to Class

- All lesson reference materials.
 - All lesson student handouts.
 - Pencil and writing paper.
-

STUDENT HANDOUT 2

EXTRACTED MATERIAL

**This student
Handout
Contains**

This student handout contains extracts from the following publications.

PUBLICATIONS	TITLE	DATE	PAGE NUMBERS
NGR 601-2	Army National Guard Strength Maintenance Program	Oct-96	SH-2-2 thru SH-2-5
USARC Reg 140- 6	US Army Reserve Command Retention Program	Oct 99	SH-2-6 thru SH-2-10

SECTION VI Sponsorship

4-20. Design

The Sponsorship Program is an important element of ARNG attrition management. It is designed to ensure the early and complete integration of soldiers, both non-prior service and prior service, into their units. Information in this regulation will help commanders develop a program that will meet both the organization's and the soldier's needs.

4-21. Purpose

The purpose of any unit sponsorship program is the assimilation of new soldiers. This is true regardless of unit type, soldier rank and soldier MOS. The unit sponsorship program must establish the authority of the NCO, get the new soldier assimilated and in the process, enhance team spirit and unit readiness.

4-22. Application

Commanders, Command Sergeants Major, First Sergeants, and First Line Leaders (FLL) are responsible for the implementation of the sponsorship program. R&R NCOs will support the unit program by coordinating appointments of sponsors within the unit, initiating the sponsorship checklist, and provide sponsorship program oversight.

4-23. Selection

A sponsor will be assigned to each new unit member. The sponsor should be the new member's FLL. If this is not possible, the sponsor must be from the new member's team (squad, section, fire team, crew) and should hold the same MOS, grade and duty assignment as the new member. The sponsor must be aware of and understand the unit mission and unit operations. The sponsor must be able to articulate unit/State policies, SOPs and other regulatory guidance. Figure 4-1 shows a sample sponsorship checklist.

4-24. Appointment

A sponsor must be appointed by the 1SG, or designated representative, as soon as the new soldier is assigned to the unit. A sponsor checklist must be developed by the State RRF for unit use. This checklist may serve as the sponsors appointment document. The sponsorship period may be determined at the time of appointment. Factors to be considered are the new member's age, background, and

any previous military experience as well as the unit situation.

4-25. Administration

The First Sergeant is responsible for the administration of the sponsorship program. The First Sergeant will ensure training and assistance is given for personnel designated as sponsors.

4-26. Procedures

a. Develop specific sponsorship procedures. A sponsorship checklist will enhance the completion of all required steps in successful sponsorship (See figure 4-1).

b. The sequence in which the soldier is sponsored is not as important as the quality of the process. The following must be included in this program:

(1) Introduce key personnel: Commander, First Sergeant, FLLs, supervisors, duty section members; and full-time support personnel such as unit clerk, training NCO, supply sergeant, and readiness NCO.

(2) Explain unit history, lineage, honors; unit organization, State ARNG missions and functions; the soldiers role and participation policies; military justice; and the commanders policies.

(3) The processing of issuing appropriate items such as clothing, equipment, soldiers training publications, and local standing operation procedures (SOP).

(4) Enrollment in, and arrangements to attend, prD-initial entry training (prD-IET) classes, normally 36 training hours, for non-prior service enlistments (See NGR 350-1).

(5) Other items that, historically, are locally beneficial.

c. Appoint a sponsor for each soldier who has had an extended absence from the unit, such as IET, ING, IRR, or attached to another unit. The sponsor will reacquaint the soldier with the unit.

4-27. Termination

The First Sergeant is responsible for termination of the sponsorship effort. Adequate integration of the soldier is a primary objective. However, the quality of the sponsorship program must not suffer in the interest of speed.

NGR 601-2, FIGURE 4-1 SAMPLE SPONSORSHIP CHECKLIST

Soldier's Name: _____ Rank: _____	
Address: _____ Phone: _____	
Business Address: _____ Phone: _____	
Date Assigned: _____ DMOS: _____ Section _____ Platoon _____	
Sponsor's Name: _____ Rank: _____ Date Appt: _____	
Recruiter: _____ Date Signed Off to Unit _____	
New Soldier's In-Processing and Briefing (dated and initiated by individual completing the in-processing or briefing)	
Sponsor _____ Date: _____	
1. Initial contact made (date) _____	
2. Time and date of first drill _____	
Commander: _____ Date: _____	
1. Unit Mission	4. Personal standards
2. Unit History/goals	5. Promotion Policy
3. Organization	6. Introduce to Unit
7. Safety	8. Other
First Sergeant/Detachment Sergeant _____ Date _____	
1. Appearance standards	4. DEERS (if Applicable)
2. Absence policy	5. Attendance policy
3. Chain of Command	6. Family support program
Supply _____ Date _____	
1. Uniforms	3. Other
2. Organizational equipment	
Readiness NCO _____ Date _____	
1. Training goals	5. Correspondence courses
2. SDTs	6. Resident schools
3. Soldier's manual	7. Family care plan (if applicable)
4. Schedule all NPS for BTOC within 60 days of assignment	
Administrative In-Processing _____ Date _____	
1. ID card	5. List of key personnel
2. Administrative processing	6. Reporting changes of status
3. Pay procedures	7. Other
4. List of drill dates	
Unit Retention NCO _____ Date _____	
1. Unit retention program	4. Retention chain of assistance

2. Benefits

5. Other

3. Employer support

Soldier's first line leader _____ Date _____

1. Section mission

5. Chain of command/support

2. Soldier's job

6. Career development

3. Introduce to section

7. Enter soldier into career phase

4. Ensure that BTOC has been scheduled for all NPS _____

NGR 601-2

Chapter 3 Retention Process

Section I

3-1. General

The retention process begins with the assignment of new soldiers from one of the accessioning agencies and continues throughout the career of the soldier.

Section II Sponsorship Program

3-2. General

Sponsorship is a commander's program and is the most important tool used in the Army to ensure a new soldier's first impressions are positive. An effective sponsorship program must begin prior to the soldier's physical arrival at the unit and continues with the soldier's integration into the unit as a "team member" from day one.

3-3. Sponsorship standard

a. The 100% sponsorship of all new personnel (TPU, AUR, AC, and civilian employees) is the USARC standard. This requires key soldiers and civilians to know their responsibilities and to accomplish these duties in a manner that reflects positively upon them and the USAR unit.

b. The USARC Form 62-R, (Sponsor's Guide & In-Processing Checklist) will be used to document actions taken during in-processing of new soldiers. A reproducible copy of the form is at the back of this regulation. The UA or records clerk will file the completed checklist in the unit's MARKS files and retain for 1 year.

c. The Civilian Personnel Office (CPO) identifies the POC for inprocessing, however upon notification that a new civilian person is hired, commanders will ensure that a sponsor is appointed. Sponsorship for civilians should mirror the procedures for an AGR or AC soldier.

3-4. USARC responsibilities and

requirements

The RTD will--

a. Evaluate MSC sponsorship programs through the following actions:

- (1) Interviews with soldiers and review of supporting documents during staff assistance and validation visits.
- (2) Conduct unit surveys.
- (3) Review sponsorship section of retention SOPs.

b. Provide guidance and policy.

c. Conduct sponsorship program training when requested by the MSC.

3-5. MSC responsibilities

a. The MSC commander is responsible for implementing and directing the Sponsorship Program.

b. The MSC DCSPER provides:

(1) The USAR-REQUEST Unit Vacancy Report (UVREPORT) for TPU on a weekly basis to subordinate units to assist in the initiation of the sponsorship program in a timely manner.

(2) Copies of orders or other documents for newly assigned AGR and AC soldiers and civilian employees to the unit commander.

3-6. MSC RTO responsibilities

The MSC RTO will--

a. Ensure that the standards for sponsorship at subordinate commands and units are achieved.

b. Train subordinate leaders on how to develop and conduct an effective sponsorship program.

c. Evaluate the effectiveness of subordinate unit's sponsorship program.

d. Verify recruiters initial USARC Form

62-R when they escort new soldiers to unit.

3-7. Intermediate command responsibilities

The intermediate commander and CSM will continually monitor the sponsorship program of subordinate units to ensure compliance LAW this regulation.

3-8. Unit commander responsibilities

The commander will--

- a. Implement, conduct, and continually assess the unit's sponsorship program.
- b. Appoint a full-time Sponsorship Coordinator if the unit does not have an AGR RNCO/RTNCO (see para 3-10 and USARC Pam 140-1).
- c. Ensure that all personnel involved in the Sponsorship Program are trained and aware of their duties.
- d. Personally welcome new soldiers to the unit during the first drill by conducting an initial interview (see USARC Pam 140-1).
- e. Establish and implement a unit Initial Entry Training (LET) program to ensure that all soldiers returning from IET are accounted for and attend the next scheduled unit assembly.

3-9. First Sergeant and/or Senior NCO responsibilities

The 1 SG and/or Senior NCO will--

- a. Personally manage the unit's sponsorship program.
- b. Select soldiers to serve as sponsors who are thoroughly familiar with the unit and demonstrate high standards in personal appearance and military bearing.
- c. Train unit sponsors using the sample lesson plan in USARC Pam 140-1, appendix G.
- d. Maintain Unit Sponsor List (USARC Form 62-1 -R) (Reproducible copy of this form is at the back of this publication). The Unit Sponsor List will contain private telephone numbers and addresses, requiring the use of USARC Label I-R, Personal In Nature.
- e. Ensure that the New Soldier Sponsorship Log (USARC Form 62-2-R) is maintained for newly assigned soldiers. A reproducible copy of the form is at the back of this publication.
- f. Introduce new soldier(s) at unit formation.
- g. Conduct a personal interview with each new soldier.
- h. Review the DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of

Fulfillment).

- i. Explain contract requirements, Montgomery GI Bill (MGIB) and Selected Reserve Incentive Program (SRIP) requirements, and ensure that soldier signs DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program.
- j. Ensure IDT and annual training (AT) training schedule has been provided and explained.
- k. Advise non-qualified soldiers of training requirements and ensure these soldiers fulfill the requirements.

3-10. Sponsorship Coordinator responsibilities

The unit Sponsorship Coordinator (primary is AGR RNCO/RTNCO if assigned) is responsible for--

- a. Coordinating the sponsorship of new soldiers prior to first drill, ensuring timely contacts and follow-ups to make sure each soldier feels welcome (see USARC Pam 140-1).
- b. Sponsoring FTS personnel. If no other FTS personnel are assigned or available at unit to act as the person's sponsor, the next higher headquarters will provide an FTS sponsor.

3-11. First Line Leader (FLL) responsibilities

The FLL will--

- a. Contact the new soldier prior to first drill.
- b. Complete the Soldier Profile page in USAR First Line Leader's notebook (RPI 459)
- c. Provide and explain the new soldier's job description and answer questions.
- d. Ensure sponsors complete all sponsorship tasks.
- e. Complete the initial interview during the soldier's first training assembly.

3-12. Sponsor responsibilities

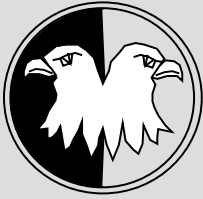
If possible, the sponsor will be a soldier in the same section, squad or crew and the same grade as the new soldier. He or she will be selected based on

attitude, training, and knowledge of the unit. The sponsor will--

a. Call the new soldier before first training assembly.

b. Ensure the new soldier completes in-processing.

c. Schedule and complete new soldier's mandatory interviews.



SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST

(For use of this form see USARC Reg 140-6;
the proponent agency is the USARC Retention Office)

NAME OF SPONSOR

YOU'VE BEEN APPOINTED AS A
SPONSOR FOR

(Rank and name of new soldier)

HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START

(USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)

PRIOR TO FIRST TRAINING ASSEMBLY --

- Telephone the new soldier.
- Talk about the date and time of the next training assembly.
- Give the new soldier directions to the Reserve Center.
- Ensure that transportation is available.
- Provide an emergency telephone number.

AT THE FIRST TRAINING ASSEMBLY --

- Discuss the day's schedule.
- Tour the center.
- Help make the new soldier welcome.
- Answer questions which arise.
- Accompany new soldier during introductions and throughout in-processing.

MAKE THE INTRODUCTIONS --

- Arrange appointments with the First Sergeant and Company Commander.
- Visit each section and learn what they do.
- Explain the rank system.
- Provide on-the-job help, if possible.

SPONSORSHIP PROGRAM

WHY

?

WHY A SPONSORSHIP PROGRAM?

- Because the new soldier needs to feel
- Welcome.
 - Needed.
 - At ease.
 - Self-confident.
 - Part of a team.

WHAT

?

WHAT IS A GOOD SPONSORSHIP PROGRAM?

- It is one where everyone
- Is involved.
 - Recognizes the value of both the new soldier and the sponsor.
 - Shares their time and knowledge.

WHO

?

WHAT MAKES A GOOD SPONSOR?

- A soldier who
- Has a good attitude.
 - Is well briefed.
 - Knows the unit and its mission.
 - Wants to succeed.
 - Is in the same work section, where possible.

REMEMBER. . . . A new soldier has some expectations of you and the unit. the new soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new soldier build self-confidence, get off to a good start and begin work as a valuable team member.

NEW SOLDIER INFORMATION			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Title 10 U.S. Code 3012 and 3013. PRINCIPAL PURPOSE(S): To collect necessary information to administer the Sponsorship Program. ROUTINE USES: Used to establish contact and coordinate sponsor's assistance to new Army Reserve unit member. Completed checklist will be retained in the individual's Military Personnel Record jacket for 1 year to serve as a record of the Sponsorship Program. EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Disclosure is voluntary, but failure to provide the information requested may preclude proper functioning of the Sponsorship Program.</p>			
Name		Home Phone	
		Work Phone	
Rank	DMOS	PMOS	Home Address
Social Security Number		Date Assigned	
Duty Section			
CHECKLIST	INITIAL	DATE	COMMENT
New soldier escorted to unit by USAREC recruiter.			
Welcome letter with enclosures mailed.			
Call/meet new soldier prior to first unit formation.			
Ensure new soldier has transportation for upcoming training weekend.			
Provide new soldier emergency telephone numbers.			
Discuss scheduled first day's events.			
Tour the USAR Training Center.			
Accompany new soldier throughout in-processing.			
<u>INTRODUCTION / ACTIONS</u>			
First Sergeant welcome and brief.			
Mobilization Officer welcome and brief.			
Family Readiness Liaison Officer welcome, in-process and brief.			
Retention NCO welcome (for enlisted only).			
Unit Technician welcome and in-process.			
Training NCO welcome, brief, and in-process.			
Supply Sergeant welcome and in-process.			
FLL welcome, in-process, and introduce to all section team members.			
<u>ENSURE</u>			
New soldier's questions are answered			
Duty assignment/unit mission explained			
ID/Meal/Weapon Cards issued			
Reserve benefits/bonus understood			
Pay is received on time			
Uniforms are issued quickly			
New soldier knows where to go to get help			
Problems you can't solve are referred to the right person			
Company Commander welcome and interview.			
RETURN TO FIRST SERGEANT			Date Completed

USARC ^{FORM}_{1 JUN 97} 62-R (Reverse)

STUDENT HANDOUT 3

STUDENT NOTES

**This student
Handout
Contains**

This student handout (SH-3-1 thru SH-3-4) provides you a shell of the visual aids in this lesson along with a space for taking notes.

Suggested Use

You should use this handout to help take accurate and pertinent notes during the lesson.

After the lesson, you should review your notes to prepare for the lesson examination.

UNIT SPONSORSHIP PROGRAMS

U663/OCT03/VGT-1

UNIT SPONSORSHIP PROGRAMS

TLO:

Identify components of an effective unit sponsorship program, as a first sergeant, IAW AR 600-8-8 , USARC 140-6, and NGR 601-2.

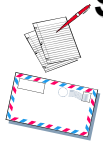
U663/OCT03/VGT-2

INSTALLATION COMMANDER'S RESPONSIBILITIES

- Appoint an individual to coordinate and manage the program
- Implement the sponsorship program
- Monitor and evaluate the program
- Ensure "ACS" supports the program
- Provide rear detachment sponsorship
- Ensure soldiers, civilian employees, and sponsors comply with AR 600-8-8

U663/OCT03/VGT-3

ELEMENTS of the SPONSORSHIP PROGRAM



DA FORM 5434 (or comparable form)



Welcome letters

ACS Relocation Services



Reception

Orientation



Inprocessing



U663/OCT03/VGT-4

TYPES OF AC SPONSORSHIP PROGRAMS

- **Advanced Arrival**
- **Reactionary**
- **Rear Detachment Sponsorship**
- **Out sponsorship Assistance**

U663/OCT03/VGT-5

RULES for APPOINTING A SPONSOR

- **Appoint within time frame of receiving notification form.**
- **In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)**
- **Of same gender, marital status, and career field or occupational series**
- **Will not be the person replaced by the incoming soldier or civilian**
- **Will not be within 60 days of PCS/ETS (loss)**

U663/OCT03/VGT-6

SPONSOR'S RESPONSIBILITIES

- Make initial contact
- Provide information requested
- Answer follow-up correspondence / questions
- Arrange temporary lodging and transportation
- Inform chain of command of any change in soldier's status

U663/OCT03/VGT-7

SPONSOR'S RESPONSIBILITIES (cont)

- Meet incoming soldier
- Assist with inprocessing
- Introduce to the immediate chain of command
- Acquaint with unit and community
- Provide assistance and information



U663/OCT03/VGT-8